



Norwalk Easter Public Library Board of Trustees Minutes of the Regular Board Meeting on August 8, 2016

Roll Call

- The meeting was called to order at 6:33 p.m. Steve Clarke, Andrea Johnson, Dyann Vilez, Tom Dunn, Judy Corcoran, and Cindy Gavin were present. Library Director Holly Sealine was not present. Assistant Library Director Annette Clark was present.

Public Comments/Guests

- None

Review/Change of Agenda

- The agenda was reviewed and a motion to approve was made by A. Johnson and seconded by T. Dunn.

Review of Last Meeting Minutes

- The board approved the minutes of the meeting on July 11th, 2016 with a motion from D. Vilez and seconded by T. Dunn.

Director's Report

Monthly Statistics (Used for Annual Report to State Library):

- Library Visitors during previous month: 9,028
 - **Percentage Change: 3.1% increase from July 2015**
- Circulation of items during previous month:
 - 10,459 (items within library)
 - 647 (Bridges items)
 - 41 (Zinio items)
 - **11,147 Total**
 - **Percentage Change: 4.17% increase from July 2015**
- New Accounts during previous month:
 - 51 adult accounts
 - 29 Juvenile accounts
- Meeting Room Rentals during previous month:

- 14 Rentals
- Reference Interactions during previous month:
 - 30 @ Circulation Desk
 - 127 @ Youth Services Desk
 - **157 Total**
- Library Volunteers during the previous month:
 - 106 participants
 - 157 number of hours volunteered
- Programming Statistics:

	# of Programs	# of Participants
Children's	26	1005
Teen	3	35
Adult	6	54
Adult Outreach	4	28
Technology Help Sessions	1	1
Exam Proctoring	1	1

Youth Services:

July was full of programs at the library – we wrapped up the summer reading program with a total of 1,533 participants! We had weekly art and LEGO programs, beat the heat with two movie showings, and hosted performers like Ben's Bubble Show (who made huge bubbles around kids from the audience, and amazing bubble sculptures) and musician Dino O'Dell, and much more! We wrapped up the program with a pizza party for teens and a pool party for all summer reading finishers. 150 kids and teens came to the pool party!

Our childcare and preschool outreach efforts continued throughout the month – we gave story-times to groups from Stepping Stones who came to the library to check out books, put together theme units of books for Crossroads Preschool, and started coordinating our monthly preschool visits for the fall. This is a great way for us to introduce the library to kids and make new connections in the community.

We had fantastic teen volunteers for many of our events, including Books and Bites, a fruit tasting and story-time for families. Our volunteers helped us hand out samples of exotic fruits to lots of curious kids and parents! Volunteers also helped us with giving out prizes at the summer reading desk, and we couldn't have done it without them. Thank you to all of the sponsors and volunteers who helped make the program a success!

Adult Services:

This month, I had 6 programs, with 3 of those shared with youth programs – the two family movies and the craft night (no youth came). Here is a quick summary:

1. Book club met for discussion of the “Kite Runner” and the movie with 17 total for those events
2. Craft night met with 7 in attendance; we made brick books
3. Dan Kaercher, retired editor of Midwest Living Magazine, author and retired host of IPTV programs (Taste of Iowa, Iowa Pleasures, etc.) presented a program on Iowa's Hidden Treasures. 25+ attended. Dan's program was funded with a Humanities Iowa Grant.
4. Family movies included “Gabby Douglas Story,” and “McFarland USA,” – youth stats will include these numbers.

Assistant Director:

For July, I worked on cataloging 255. Once we get through Summer Reading officially, I will work on weeding the Juvenile Nonfiction collection and checking each record for accuracy. In addition to working on cataloging, I have been working with Apollo to improve staff interface & processes within the system.

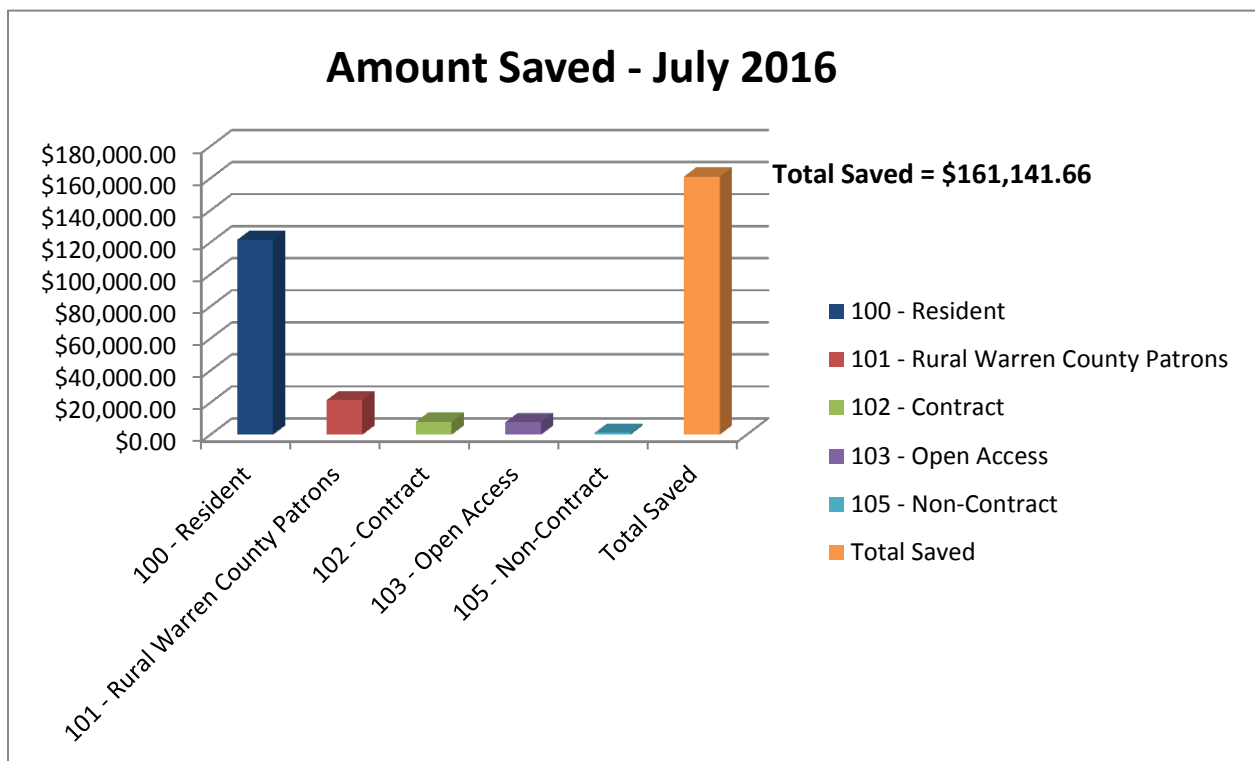
June Stats:	
Total # of Items Added	255
Total # of Items Withdrawn	0

General Library / Director's Activities:

Director Sealine spend July working with various departments to prepare to finalize Summer Reading programming, complete issues related to the Caddy Stacks Fundraiser, and began working on reviewing a building maintenance plan for the library. She also continued to pull together the Open Access State Report and the Annual State Report. Director Sealine also attended a wonderful conference on Library Leadership and has many new ideas to implement at the library to continue building a strong team to serve our community of library users.

Goals for August will be to complete the State Report, compile an annual report for the Board of Trustees and City Council and re-start the review of policies and procedures. Director Sealine is still hopeful that she will be able to review all of the library's job descriptions and organizational chart.

Below is a graph of money that library patrons have saved during the month of July by using Norwalk Easter Public Library for their book/print materials checkout. This does not include the amount patrons have saved by using our online digital resources, programming, facilities, or computer/internet access.



Unfinished Business

N/A

New Business

- The board voted with a motion from S. Clarke and seconded by T. Dunn to table the discussion in regards to adjusting monthly meeting times from 6:30pm to 7:00pm.
- Next meeting will be at 6:30pm on September 12th.

Next Meeting Agenda Items

Adjournment

S. Clarke requested a motion for adjournment: seconded by T. Dunn at 6:59pm.

Meeting Activity Record

- The agenda was reviewed and a motion to approve was made by A. Johnson and seconded by T. Dunn.
- The board approved the minutes of the meeting on July 11th, 2016 with a motion from D. Vilez and seconded by T. Dunn.
- The board voted with a motion from S. Clarke and seconded by T. Dunn to table the discussion in regards to adjusting monthly meeting times from 6:30pm to 7:00pm.
- S. Clarke requested a motion for adjournment: seconded by T. Dunn at 6:59pm.

Respectfully submitted by: Cindy Gavin, Secretary